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From: Nawn, Kathleen (DPH)
Sent: Friday, January 28, 2011 4:48 PM
To: OLeary, Nancy (DPH)
Cc: O'Brien, Elisabeth (DPH); Nassif, Julianne (DPH); Caloggero, Dina (DPH); Han, Linda (DPH)
Subject: FW: LSS floor Training (no)
Attachments: LSS Floor iTraining 20101025 2slide.pdf; LSS Floor iTrainingEval 20101025.pdf; SA0010110 AccessAgreement Form 20101001.doc

Nancy-

The MDPH Drug Analysis Lab will be implementing enhanced **Lab Security System** measures for entering the 3rd floor, 3 West corridor .

These measures are tentatively scheduled to begin March 1, 2011.

You have been identified as needing routine access to 3 West.

Your existing employee ID/ access card will be activated so that you may continue to enter and exit at the 3rd floor elevator lobby or the 3 West stairwell (on south end of hall way).

Before your card can be updated for 3 West access and to familiarize you with the new access procedure, please complete the LSS floor training:

1. review the attached powerpoint training (each page has two slides).
2. print and complete the post-training evaluation
3. print and complete the acceptance agreement for Restricted Floor
4. return 2 and 3 to Kathy Nawn in room 454 (4th floor, west corridor).

If you have any questions, please contact me.

Thanks for your help.....kathy

Kathleen L. Nawn, MHS, MLS (ASCP)^{CM}

Room 454

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